

U.S. EPA R10 In-House Records Destruction Form

Person Completing Form / Organization / Phone No.						Records Schedule / Disposition Item			
Melissa Winters/ OAWT-PAMMU/ 206 553-5180						EPA 132a			
Records Title / Description / ID		Format	Volume	Location	Date Range		Close Date	Date Eligible for Destruction	Destruction Method
					Start	End			
Congressional Correspondence 9/30/1992 - 9/30/1997		Paper	1 folder	12th Floor	9/30/1992	9/30/1997	9/30/1997	10/01/2002	Shred
Versitle Box # 6732									
	Name	Signature		Date	Certification Statement				
Custodian	Melissa Winters				I certify that, to the best of my knowledge, these records are not subject to any current or pending audit, litigation, subpoena, or other legal demand for their retention or disclosure, and they are being destroyed in accordance with the applicable, approved records schedule.				
Authorizing Official	Christine Colt								
Destroyed by	DataSite				I certify that these records were destroyed in compliance with EPA's requirements. I understand that sensitive or confidential records must be destroyed by shredding, burning or other definitive means. All records identified on this form were destroyed on the same date.				
Witnessed by	Mike Wells								
Comments									

Instructions

Person Completing Form / Organization / Phone No.

Enter your name, organization, and telephone number. The phone number should include the area code and, if applicable, an extension. For example:

Regina Conway / Office of Water - Office of Wetlands,
Oceans & Watersheds / 202-797-0001

Dexter Epstein / Region 3 - Air Protection Division /
215-814-3002

Records Schedule / Disposition Item

Enter the schedule number and the disposition item assigned to the records. For example:

006a

030a(1)

You may only use approved records schedules to authorize records destruction. These schedules can be found at <http://www.epa.gov/records/policy/schedule/>. Each form should contain records managed under one disposition item. If you are destroying records under another disposition item, use a separate form.

Record Title / Description / ID

Enter the records title. Optionally, you may also enter a brief description of the records and/or an internal identifier. For example:

Accident Reports, 2001

West Va. Air Quality (FY 01) / State action reports, air
quality data, and correspondence / Box #18069

Format

Enter the format of the records (e.g., paper, electronic, photographic, microform, video and sound recordings, specimens).

Volume

Enter the volume of record material being destroyed.

For paper records, report volume using one of the following:

- linear feet (e.g., 2'4"),
- cubic feet (e.g., 3 cu. ft.), or
- number of files (e.g., 25 files).

To calculate cubic feet use the following guidelines:

- One standard records box holds approximately 1 cubic foot of record material.
- One vertical file drawer holds approximately 1.5 cubic feet of records.
- One linear foot of letter or legal size records equals approximately 1 cubic foot.

For electronic records, report volume using one of the following:

- total size of the files by the easiest and most logical unit (e.g., 2 GB, 100 MB, 100 KB),
- number and type of media containing the data (e.g., 10 3.5" diskettes, 3 CD-RWs, 1 40 GB hard drive), or
- number of files (e.g., 250 files).

Location

Enter the storage location of the records (e.g., building and room, shelf or cabinet number; file path, server, system).

Date Range

Start - Enter the beginning date of the records.

End - Enter the ending date of the records.

Close Date

Enter the date the records became inactive.

Eligible for Destruction Date

Enter the date the records are eligible for destruction. Calculate the destruction date of the records by adding the retention time specified in the records schedule to the date the records were closed (close date + retention period). For example:

Records have a retention period of 2 years after closure.
Records closed September 2000.
September 2000 + 2 years = September 2002
Records are eligible for destruction September 2002.

Destruction Method

Enter the method of destruction used for the records (e.g., recycling, shredding, pulping, physical destruction such as hammering or smashing, demagnetization).

Custodian

Name - Enter the name of the records custodian.

Signature - The custodian must sign the form, indicating concurrence with the destruction of the records and agreement with the certification statement applicable to the custodian.

Date - Enter the date of signature.

Authorizing Official

Refer to your office's records management procedures for guidance regarding the authorized official for the destruction of records in your area.

Name - Enter the name of the authorizing official.

Signature - The authorizing official must sign the form, approving the destruction of the records and indicating agreement with the certification statement applicable to the authorized official.

Date - Enter the date of signature.

Destroyed by

Name - Enter the name of the person performing the destruction of the records.

Signature - The person destroying the records must sign the form, indicating that the records were destroyed in compliance with EPA's requirements.

Date - Enter the date of destruction.

Witnessed by

Name - Enter the name of the person acting as a witness to the destruction of records by an outside contractor.

Signature - The witness must sign the form, confirming that the records were destroyed in compliance with EPA's requirements.

Date - Enter the date of destruction.

Comments

Enter additional information about the records (e.g., special circumstances, exceptions).